

**MINUTES
YANCEYVILLE TOWN COUNCIL
September 1st, 2015
7:00 PM**

The meeting of the Town Council was held in the Council Chambers at the Yanceyville Municipal Services Building on September 1st, 2015 at 7:00 PM.

Council members present: Alvin Foster, Mayor Pro-Tem, Brian Massey, Odessa Gwynn, and Keith Tatum.

Staff: Brian Collie, Town Manager, and Lee Farmer, Town Attorney.

Item 1: Call To Order

Mayor Pro-Tem Alvin Foster called the meeting to order at 7:00 PM. Meeting opened with silent prayer. He asked all to stand for the pledge of allegiance. The Mayor-Pro Tem also stated that copies of the Town's Rules and Procedures were available if anyone needed a copy.

Item 2: Review and Adoption of Agenda – Mayor Pro-Tem & Council

Mayor Pro-Tem Foster asked Council for a motion to approve the agenda. After review Mrs. Odessa Gwynn made a motion to approve the agenda as presented. The motion was seconded by Mr. Keith Tatum and passed with a unanimous vote.

Item 3: Consent Agenda

Mayor Pro-Tem Foster asked Council to review the minutes from August 4th, 2015 Town Council Meeting. After review Mrs. Odessa Gwynn made a motion to adopt the agenda as presented. The motion was seconded by Mr. Brian Massey and passed with a unanimous vote.

Item 4: Public Comment

There were no public comments at this time.

Item 5: Introduction of New Code Enforcement Officer- Cy Stober, PTRC

Manager, Brian Collie addressed Council and Citizens to welcome Mr. Cy Stober from Piedmont Triad Regional Council as the Town's newly appointed Code Enforcement Officer. Mr. Collie stated that previous Officer, Marc Allred had taken a job as The Town of Trinity's Planning Director. Mr. Collie said that Mr. Stober is very familiar with working in

the Town and County and that he thinks he will be a great fit. Council welcomed Mr. Stober, and Mr. Stober thanked them for the opportunity.

Item 6: Adoption of Water/Sewer Capital Improvement Plan

Manager Collie presented for adoption an updated water/sewer Capital Improvement Plan as shown below:

“Goal Statement

The Town of Yanceyville desires to provide safe and dependable water and wastewater service for its customers. The Town will provide the service through public systems owned and operated by the town. Costs for adequate improvements to, and operation and maintenance of, these systems shall be covered by an estimated cost section that shall be revised and adopted by the Town as may be needed.

Description of Project Area

Land Area Configurations:

The Town of Yanceyville, North Carolina is located in the middle of Caswell County. The estimated 2015 population for the town is 2,732.

The Town of Yanceyville is in the Roanoke River Basin. It is positioned approximately 617 feet above sea level at 36 degrees 24 minutes north and 79 degrees 20 minutes west.

Surface water drainage from the Town is to Fuller Creek, Jail Branch Creek, and Country Line Creek. The streams are considered NSW streams. Ultimately stormwater drains to the Dan River.

The Town has a map of both its sewer collection system and its water system.

Description of Existing Facilities

A. *Water Distribution System:*

The water distribution system is owned, operated and maintained by the Town. It consists of approximately 31 miles of water mains and a water plant. The current system had 953 service connections as of April 2015. The Town just completed a second connection from the Town's system to the City of Danville's system that provides an alternate drinking water source. The Town's water plant has a permitted capacity of 1,000,000 gallons per day and has an average daily usage of 347,000 gallons per day. The Town averages selling 316,000 gallons per day of water and estimates that 5,000 GPD is used in system processes. This results in a water loss rate of less than 7.5% which is the result of the Town's recent water loss prevention program.

B. *Wastewater Collection System*

The sewer collection system is owned, operated and maintained by the Town. It consists of approximately 16.8 miles of gravity sewer lines, 8.4 miles of force/pressure lines, and seven sewer pump stations. The current system had 700 service connections in April of 2015. Each day the Town transports an average of 298,000 gallons of wastewater to the existing Waste Water Treatment Plant at the southern terminus of Pine Drive for final treatment. The WWTP is permitted for 450,000 gallons per day. The Town's WWTP discharges to Country Line Creek below the Town's water intake. The WWTP has an old sludge storage lagoon that is currently being reviewed to be closed along with installing new aerobic digesters at the treatment plant.

Present Conditions

The present condition of the collection and distribution systems are acceptable but in need of improvements. The Town has needs for a reduction of disinfection byproducts (DBP), replacement of existing cast-iron water mains, sewer system tie-ins, point repairs, and a WWTP rehabilitation. The Town's WWTP has received several violations in recent years.

Existing Water and Sewer Studies

The Town recently completed an emergency waterline connection to the City of Danville that will provide an alternate water supply in case of emergency. The Town is also a partner in the Roxboro, Yanceyville, and Caswell County Regional Water Supply Plan that proposes developing a new intake on the Dan River.

The Town has also completed several studies including engineering reports for completing upgrades to the Town's WWTP. This centers around the need to close the sludge storage lagoon in an effort to address ongoing permit violations.

Description of Known Deficiencies and Future Needs

A. *Capital outlay needs (0-10 year time frame)*

The Town's priority capital outlay will be addressing the needs listed in section III.C. This may be completed thru the projects that are listed in section IV.B.

Project Priorities, Schedules, and Funding Sources

(Please note that the associated chart is not included in these minutes but is available for review)

Projects included are the WWTP rehabilitation/sludge lagoon closure, Main St. SSWR Tie-ins & sag replacement, system connections for disinfection byproducts, water plant upgrades to reduce disinfection

byproducts, and the Roxboro, Yanceyville, Caswell Regional WSP- New intake.

Future Needs (10-20 year time frame)

The Town of Yanceyville's projections show the current capacity of its water and wastewater systems to be adequate. The Town's primary water and wastewater needs are those listed above from 0-10 years. In the future, the Town may need to upgrade its water plant to address disinfection byproducts in the future and The Roxboro, Yanceyville, and Caswell County Regional Water Supply Plan proposes to install a new intake on the Dan River but this project is currently unfunded.

CIP Preparation Notes:

- The Town's latest Local Water Supply Plan, existing water and wastewater maps, and ongoing available project studies were all used as sources for this study."

Mr. Collie stated that the plan will replace our current plan but still reflects the needs that haven't been addressed with the water/sewer system. After discussion and review Mayor Pro-Tem Foster asked for a motion to adopt. Mr. Massey made a motion to adopt the Water/Sewer Capital Improvement Plan as presented. The motion was seconded by Mr. Tatum and passed with a unanimous vote.

Item 7: Public Hearing- For funding under the Housing and Community Development Act of 1974, as amended

Mayor Pro-Tem Foster asked for a motion to go into Public Hearing for funding under the Housing and Community Development Act of 1974, as amended. Mrs. Gwynn made a motion to go into Public Hearing for funding under the Housing and Community Development Act of 1974, as amended. The motion was seconded by Mr. Keith Tatum and passes with a unanimous vote.

The Town Council for the Town of Yanceyville held a public hearing on September 1st, 2015, for providing an explanation and description of the FY 2015-2016 North Carolina Department of Environment and Natural Resources (DENR) Community Development Block – Infrastructure Grant (CDBG-I). Council members present were Mayor Pro-Tem Alvin Foster, Brian Massey, Keith Tatum, and Odessa Gwynn (Mayor's seat is currently vacant). Staff members present were Town Manager/Clerk, Brian Collie & Town Attorney, Lee Farmer.

Town Council and staff of Yanceyville were present to discuss the purpose of the public hearing for the Town of Yanceyville's CDBG-I funding application. Manager Collie stated that the purpose of the public

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hearing is to obtain citizen's views and to allow response from the public to funding proposals and answer any questions posed by citizens. Manager Collie also stated that the public hearing will cover the Town's community development needs, development of the proposed activities, and a review of program compliance before the submission of the Town's CDBG-I funding application to the state of the North Carolina.

The Town proposes to request funding from NCDENR'S CDBG-I program for the Yanceyville Wastewater Treatment Plant Upgrade. The purpose of the CDBG-I grant program is:

To improve the quality of life for low to moderate income people by providing a safe, clean environment and clean drinking water through water and sewer infrastructure improvements and extensions of service.

- To benefit a residential area where at least 51% of the beneficiaries are low to moderate income as defined by the United States Department of Housing and Urban Development. The Town of Yanceyville has a 76.25% LMI.
- To perform eligible activities.
- To minimize displacement, and
- Provide displacement assistance as necessary.

For the fiscal year of the CDBG-I funding available is expected to be \$26 million dollars, split in two grand rounds of \$13 million dollars. The maximum available grant is \$2.0 million over a 3 year period.

Applications for this round of funding will be received by September 30th, 2015.

The CDBG program is able to fund a wide variety of community development activities. The State of North Carolina has chosen to fund two activities: water and sewer infrastructure, and economic development projects that lead to job creation or retention. The infrastructure program, or CDBG-I program can fund a range of water and sewer infrastructure activities, including, but not limited to the, following:

Water:

- Projects that resolve water loss in distribution systems.
- Projects that extend public water to areas with contaminated wells.
- Projects that extend water lines to areas with dry wells.
- Projects that assist with low water pressure in public water systems.
- Projects that regionalize two or more water systems.
- Project that rehabilitate or replace a water treatment plant.

Wastewater:

- Projects that resolve inflow and infiltration to collection systems and surcharges from pumps stations and manholes.
- Projects that extent public sewer to areas with failed septic tanks.

- Projects that rehabilitate a wastewater treatment plant to allow for greater efficiency/compliance with regulations.

The Town is seeking an amount in CDBG-I funds not to exceed \$2 million dollars for the Yanceyville Wastewater Treatment Plant upgrade project. The original Yanceyville Waste Water Treatment Plant (WWTP) was an oxidation lagoon constructed in 1962. The lagoon was changed from an oxidation lagoon to a sludge storage/treatment facility when a new sequencing batch reactor (SBR) treatment system was installed from 1994-1995. Solids from the lagoon are periodically removed, typically every 3-4 years. Solids removal is difficult as a floating mixer/pump is used for such activity. During this process, significant volumes of water are removed which results in additional handling and transport costs. Solids removal is not accomplished over the entire 5 acre lagoon and solids accumulate over time. The lagoon is also subject to rainfall and freeboard considerations, which increase the risks and liability of possible embankment failure and leaks which could result in significant environmental damage. As a result of the considerations, the Town desires a better long term solution to their solids handling and management program. After review of possible changes, the Town desires to provide a new aerobic digester and digester storage tank to replace the existing lagoon. The WWTP has had some discharge violations over the past 2 years. The existing SBR has an equalization tank with a staged flow piping discharge system. In order to improve equalized flow to the chlorine contact chambers, it is also proposed that a pump be installed to provide more uniform flow than the staged piping discharge. This along with a much needed standby generator for plant operation whenever power failure may occur. All work will be done at the existing plant site on property owned by the Town. Upon completion of the new aerobic digester and digester storage tank, the lagoon is proposed to be drained, solids removed, and decommissioned to prevent future water accumulation.

The proposed aerobic digester and digester storage tank will provide a consistent and reliable method of biosolids stabilization. It will also provide for more efficient solids removal from the WWTP for land application due to having a lower water content and less transport costs. The aerobic digester and digester storage tank will replace an outdated lagoon storage operation to meet current treatment standards. A major concern of the lagoon operation has been maintaining adequate freeboard. A significant rainfall event could result in embankment overflow and breach which would result in significant environmental damage. Construction of this project will eliminate this risk and liability. The project proposed by the Town of Yanceyville has been identified in its Capital Improvement Plan adopted September 1st, 2015. Informal

community meetings were held in the project area to inform citizens of the potential project, and get feedback from the residents.

A total of 100% of the CDBG- I funding will be used to benefit Low to Moderate Income (LMI) people. The project area in the Town of Yanceyville has been determined to have an area wide LMI of 76.25%. The project area includes the entire Town of Yanceyville's sewer customers.

The range of activities covered by the CDBG-I funds for the Yanceyville Wastewater Treatment Plant upgrade project includes:

- Construction.
- Environmental Review
- Engineering Design
- Construction Administration and observation.
- Legal activities.
- Surveying.
- Grant Administration.

If Town of Yanceyville is awarded a CDBG-I grant, the town is required to adhere to federal procurement requirements and other federal regulations which include:

- American with Disabilities Act/Section 504 Survey
- Davis-Bacon & Related Labor Acts
- Adoption/Submittal of a Citizen's Participation Plan
- Adoption/Submittal of an Equal Opportunity Plan
- Adoption/Submittal of a Fair Housing Plan
- Adoption/Submittal of a Language Access Plan
- Adoption/Submittal of a Relocation Assistance Plan
- Adoption/Submittal of a Section 3 Plan
- Excess Force Provision

The State of North Carolina requires that if the Town of Yanceyville receives CDBG grant funding that the town will certify that they will comply with the requirements of the general displacement and relocation policy for CDBG grant funding. This policy assists low to moderate income people with costs associated with relocation or displacement, should such relocation become necessary due to the project activities. CDBG funds can be used for those costs, if necessary. If no displacement and relocation will occur as a result of the proposed CDBG grant activity, then the Town of Yanceyville confirms that during this public hearing.

In the past, the Town has applied for and received for the several CDBG projects including the recently closed Yanceyville housing revitalization block 2008 grant.

The Town will submit its CDBG-I application for the Yanceyville Wastewater Treatment Plant upgrade project before the application deadline of September 30th, 2015. The CDBG-I application will be available for review during normal business hours at the Yanceyville Municipal Services Building located at 158 East Church Street, Yanceyville, N.C. 27379. Additional information is available from Town Manager, Brian Collie at phone number (336)-694-5431 or by email at townmanager@yanceyvillenc.gov. Should you have any complaints or grievances regarding the subject public hearing, they should be addressed to the addressee mentioned above within 10 business days or by September 15th, 2015 and a written response to the written complaints and/or grievances will be sent by the Town within 10 business days, where practicable.

Manager Collie then stated that we now open the floor for comments and questions about the CDBG program, and about the proposed project. Mrs. Margie Badgett-Lampkin asked Mr. Collie to go back over the summary of the project since she arrived to the public hearing late. Manager Collie went back over the project description as previously stated. Mrs. Badgett-Lampkin then asked if the project would create any jobs. Mr. Cy Stober said that yes it would during the construction phase and that the Town will adhere to federal procurement requirements and other federal regulations that will be adopted for the project in doing so. Additionally Mrs. Ruby Graves and Mr. Albert Tardy made comments on their thoughts of the project.

After comments, questions, and discussion a motion was made by Mr. Brian Massey to go out of Public Hearing. The motion was seconded by Mr. Keith Tatum and passed with a unanimous vote.

Item 8: Resolution by Governing Body- Pursuant to CDBG Application

Following the Public Hearing from “item 6”, Manager Collie asked Council to review and consider approval of the CDBG resolution as listed below:

***“TOWN OF YANCEYVILLE”
RESOLUTION TO APPLY FOR \$2 MILLION IN COMMUNITY
DEVELOPMENT BLOCK GRANTS FROM THE NC DIVISION OF WATER
INFRASTRUCTURE TO IMPROVE AND ENHANCE THE OPERATIONS
OF ITS WASTEWATER TREATMENT FACILITY***

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WHEREAS, Title I of the Federal Housing and Community Development Act of 1974, as amended, has established the U.S. Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program, and has authorized the making of grants to aid eligible units of government in funding the cost of construction, replacement, or rehabilitation of water and wastewater infrastructure, and that the North Carolina Department of Environment & Natural Resources (NCDENR) Division of Water Infrastructure (DWI) was delegated the authority by the state legislature to administer the water and wastewater infrastructure portion of the state grant monies received from the U.S. HUD CDBG program by Session Law 2013-360, Section 15.15(a) as amended by Section 5.3 of Session Law 2013-363, and

WHEREAS, the Town of Yanceyville has a wastewater treatment facility built in 1962 that last improved its treatment and storage of sludge in 1995 with the addition of a sequencing batch reactor to its oxidation lagoon; and

WHEREAS, the town's existing treatment and storage of wastewater treatment sludge products is under effective and subject to risks due to its vulnerability to environmental conditions and intensive maintenance and stabilization requirements; and

WHEREAS, the town's existing wastewater treatment plant has record of violations to its National Pollutant Discharge Elimination System wastewater discharge permit every year for the past three (3) years; and

WHEREAS, the existing treatment and storage of wastewater byproducts, namely sludge, could be improved with the installation of an aerobic digester and digester storage tank; and

WHEREAS, the proposed aerobic digester and digester storage tank will replace the town's current storage infrastructure of a lagoon with an earthen embankment; and

WHEREAS, the proposed aerobic digester and digester storage tank should lower its wastewater product storage and disposal costs, lowering annual operations costs overall; and

WHEREAS, the Town of Yanceyville is invested in the health of the Dan River and its tributaries; and

WHEREAS, the Town of Yanceyville is committed to providing its residents with affordable and efficient public services; and

WHEREAS, the proposed project will serve all of the town's residents; and

WHEREAS, US Housing and Urban Development (HUD) CDBG support is dedicated to low- to moderate-income communities; and

WHEREAS, the Town of Yanceyville's population fulfills the requirements of being a low- to moderate-income community; and

WHEREAS, the proposed project will not displace any residents, but improve the efficiencies, safety, and performance of their wastewater treatment plant;

NOW THEREFORE BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF YANCEYVILLE:

That the Town of Yanceyville will apply for no more than \$2 million in 2015 Community Development Block Grants for this sewer improvement project to acquire an aerobic digester and digester storage tank to replace its current oxidation lagoon with sequencing batch reactor; and

That the Town of Yanceyville will hold a public hearing on September 1st, 2015, to permit its residents to register concerns, support, and/or opposition to this proposed project and the support from the US HUD CDBG program it will receive.

That Alvin Foster, Mayor Pro tem, the Authorized Official, and successors so titled, is hereby authorized to execute and file an application on behalf of the Town of Yanceyville with the State of North Carolina for a grant to aid in the construction of the project described above.

That the Authorized Official, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the Applicant has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and

ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 1st day of September, 2015, at Yanceyville, North Carolina.”

Manager Collie stated that the resolution is almost identical to the one approved for the last submission of the grant application and that it needed to be re-approved in order to be valid for the new application submittal.

Mayor Pro-Tem Foster asked for a motion to approve. Mr. Massey made a motion to approve the resolution as presented. The motion was seconded by Mr. Tatum and passed with a unanimous vote.

Item 9: Zoning Designation of Quail Meadows Subdivision

Manager Collie stated that on August 19th the Planning Board unanimously approved a recommendation to zone the newly annexed properties in Quail Meadows subdivision RA-Residential Agricultural. He also stated he had provided a defined list of the Town’s zoning districts.

Mayor-Pro Tem Foster stated that Council had reviewed this item last month and sent it back to the Planning Board based on Manager Collie’s recommendation and that the Planning Board’s current zoned recommendation was a better fit for the described properties. After no further review Mr. Massey made a motion to zone the properties recently annexed in Quail Meadows subdivision as RA. The motion was seconded by Mrs. Gwynn and passed with a unanimous vote.

Item 10: Town Manager Report

Manager Collie stated that the Fire Department ribbon cutting ceremony would be held on September 27th at 2:00 p.m., and hoped all could attend. He stated that he had recently been asked if the Town accepted waste disposal from outside sources at our sewer plant for proper disposal and treatment. He stated he wasn’t sure if the Town had or needed a specific permit to conduct such activities but wanted to know if Council wanted to consider the option.

He stated that the Re-Codification project had begun and that he will keep Council updated on its project. He then informed everyone that the League of Municipalities Conference is in Winston Salem on October 10th-13th and that Council members that wanted to attend needed to let him know before September 9th.

Manager Collie stated that the emergency water line testing had been completed and that all test had passed state regulation according to the Town's Engineers. He then stated that the next First Friday will be September 11th with the "Butter Milk Creek Band" at 7:00 p.m. and that the Caswell Parish will be serving food. He then stated that the July 2015 Financial Statements

Item 11: Closed Session- Pursuant to G.S. 143-318.11- Personnel & Employment Contracts

Attorney Lee Farmer asked to add real estate discussion to the agenda under closed session. Mrs. Gwynn made a motion to add real estate discussion to the agenda under closed session. The motion was seconded by Mr. Tatum and passed with a unanimous vote.

Mrs. Gwynn then made a motion to go into closed session pursuant to G.S. 143-318.11- personnel, employment contracts, & real estate. The motion was seconded by Mr. Massey and passed with a unanimous vote.

Once Council returned from closed session Mrs. Gwynn made a motion to come out of closed session. The motion was seconded by Mr. Tatum and passed with a unanimous vote.

Mrs. Gwynn made a motion to go back into open session. The motion was seconded by Mr. Massey and passed with a unanimous vote.

Item 12: Informal Discussion/Public Comment

During informal discussion/public comment a citizen from the audience asked Council if they planned to have the Retro Band back for future Town events. They said that they were a very good band and brought a large crowd to the Town's last "First Friday" event. Mr. Collie stated that the band had indicated that they would like to come back next year and that the Town intends to have them back again. He also stated that the director over the annual Hoedown was trying to get them to come perform next month but that he wasn't sure of a confirmation.

Item 13: Adjournment

After no further discussion Mr. Tatum made a motion to adjourn. Mrs. Gwynn seconded the motion which passed with a unanimous vote.

Brian Collie, Town Manager/Clerk, prepared the above minutes. They represent a brief description of those matters that were addressed at this

meeting. A detailed account of this meeting is available for review on tape at the Yanceyville Municipal Services Building.

Respectively Submitted:

Alvin Foster, Mayor Pro Tem

Brian Collie, Town Clerk